



Texas Department *of* Motor Vehicles

HELPING TEXANS GO. HELPING TEXAS GROW.

**Registration and Title System
Refactored Point of Sale System 2015
and
Cognos Enterprise Reporting**

Release Notes

Release Date: August 28, 2015


About the Release Notes

These Release Notes are intended to provide users of the Registration Title System (RTS) and its point-of-sale (POS) system with information about upcoming system changes and new features with the product release, including the Cognos enterprise reporting tool.

This document can serve as a short-term reference for the period after the official release when changes are still new

Changes to RTS are documented by providing an overview of the change with samples of revised or new pages added to the system as well as a list of the training and support materials available for transitioning to the changes and issues that you may need to know about when working with RTS or RTS POS.

New applications (such as Cognos) or features are documented by providing an overview of the new application or feature along with a list of the training and support materials available for accessing and using the new application or feature as well as any issues that you may need to know about when working with it.

To help you use the refactored RTS system and Cognos, the RTS Refactored Resources page is available on the TAC Hub with materials for you to view and also download and print. You can access this page by clicking the  RTS Refactoring Help icon on your desktop.

Training materials (a recorded training webinar and its associated PowerPoint slide deck and training guide) are available when you open the RTS Resource Center on the Training tab.

The Job Aids tab contains important quick references to help you log in and work with the refactored system and its applications.

Note: This reference material will be updated frequently while TxDMV is rolling out the refactored RTS system and Cognos so it is important to visit this page for updates and new materials.

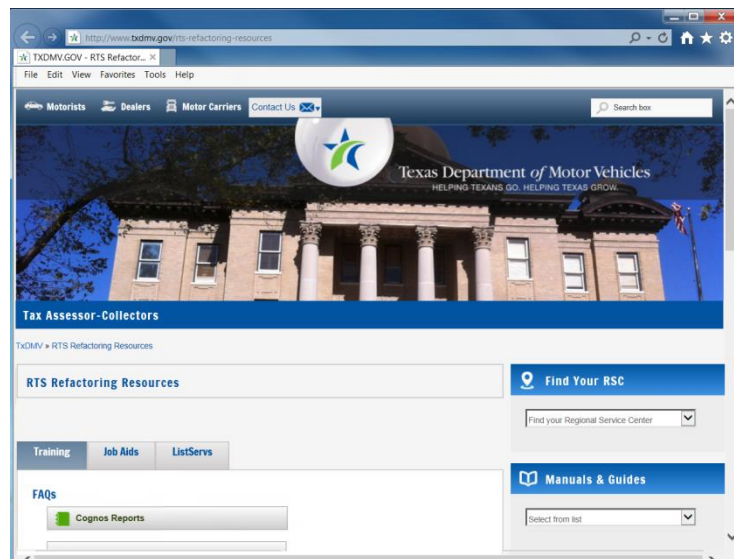


Table of Contents

Refactored RTS POS	1
Significant Changes	2
Logging Into the RTS Workstation and POS	2
Exiting or Logging Out of the RTS POS System	4
Redirecting the Default Printer	4
Returning to the Default Printer	7
Using Ctrl + Shift for Hotkey Combinations	8
Entering the Date in Date Input Fields	8
Entering a Phone Number in Phone Number Input Fields	8
Understanding Idle POS Time Out	8
Understanding the DTA Flash Drive Change	8
Understanding the Different Colored Tabs in Web Browser	10
Working with Cash Drawers	10
POS Training and Available Information	11
Known Issues with the RTS POS	12
Cognos Enterprise Reporting	15
Accessing and Logging into Cognos	15
Accessing the Reports You Need	19
Cognos Reports Available to Counties	20
Daily Reports Remaining in the RTS POS	22
Weekly County IRP Transmittal Report Availability	22
Cognos Training and Information Available	23
Cognos Known Issues	24

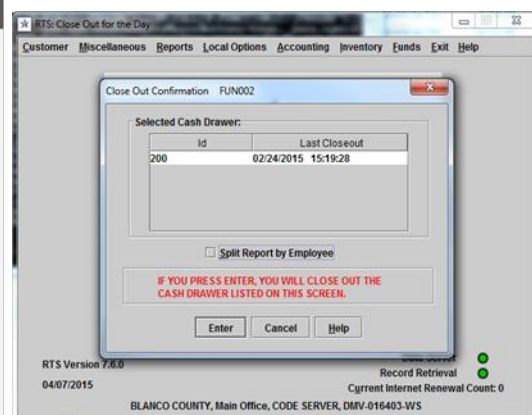
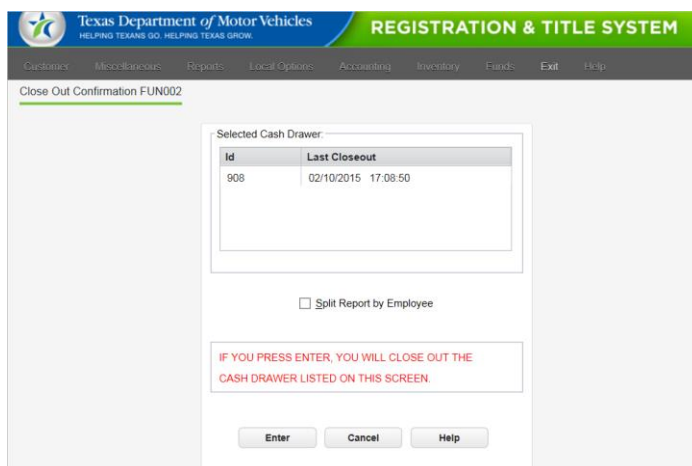
Refactored RTS POS

This release introduces a more modern-looking Registration and Title System (RTS) point-of-sale (POS) that has been *refactored*, which means the older underlying technology has been updated to a more modern sustainable technology while the existing POS functionality has been preserved. As you can see from the illustration below, the action bar contains the same options as the current system.




While refactoring changed the underlying application code, the functionality was as closely matched as possible - that is, the new POS web pages displayed onscreen contain the same fields and information shown on the screens displayed in the current, or *legacy*, POS system.

For example, the refactored Close Out Confirmation FUN002 web page that displays during the daily closeout process contains the same information as the Close Out Confirmation FUN002 screen displayed in the current legacy system.



Note that, like all web applications, you must wait for the page to reload with appropriate options when you select your choice from the previous list of options. If you begin typing before the page reloads, the values you are entering may not appear in the field.

Significant Changes

- Although your user name and password remains the same, you log into RTS and click the  shortcut icon on the desktop to log into the POS (page 2).
- The Exit menu for logging off now contains two options (page 4).
- Printer redirection is via a desktop icon instead of a POS drop-down (page 4).
- Hotkey sequences use the **Ctrl + Shift** keys instead of the **Alt** key (page 8).
- Date input fields no longer contain the / (slash) characters and Phone number input fields no longer contain the – (dash) characters (page 8).
- The idle POS timeout has been extended to 30 minutes to prevent you from losing work in progress in the POS (page 8).
- DTA processing now begins by accessing a file instead of automatically displaying when the flash drive is plugged in (page 8)
- Pressing the Tab key outside of a specific field causes the cursor to jump up to the address bar (URL) of the web page.
- The ability to process transactions offline when the connection to the main RTS is down is no longer available.
- Scan guns that connect to the serial port on the workstation do not work with the refactored POS.
- The IVTRS button no longer displays on the RTS POS desktop to indicate that Internet renewals are waiting to be processed. To check for renewals, click **Customer > Registration Only > Internet Renewal > Process New**.
- The labels for checkboxes and option buttons are no longer active, which means you must now click the actual checkbox or button to select it.

A Note about Reports


Some POS activity reports (previously downloaded from the mainframe and printed automatically on your printers) are now available in the Cognos reporting tool. Other reports remain available from the Reprint Reports function in the Reports event and the application as they have been. For information, refer to the Cognos section.

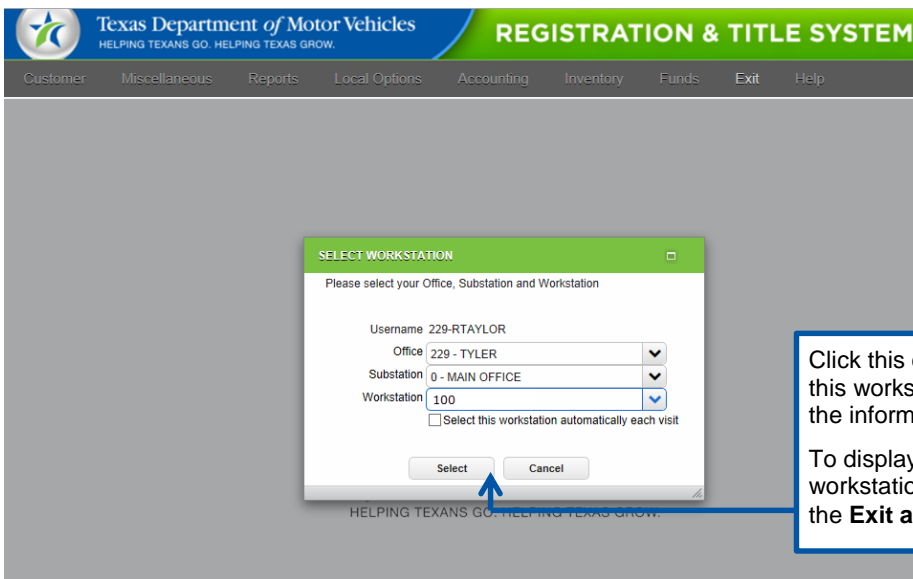
Logging Into the RTS Workstation and POS

After logging into the RTS workstation, you will now click the RTS icon on your desktop to display the RTS POS main web page containing a new Select Workstation pop-up automatically populated with your username, county, and Main Office or Substation as well as the number assigned to the workstation. Do not change this information if you are performing transactions on the workstation unless a specific need arises.

IMPORTANT

You must log into the correct workstation to prevent your close out and reporting information from being inaccurate. If you must change the workstation, you must log out of the workstation and then log in again with the appropriate selections before processing transactions.

1. At the **Welcome to Windows** page, press the **Ctrl + Alt + Delete** keys.
2. On the **Log in to Windows** page:
 - a. For **User Name**, type in your current RTS user name.
 - b. For **Password**, type in your current RTS password.
 - c. For **Log in to**, be sure **TXDMVI** is displayed.
 - d. Press the **Enter** key on your keyboard (or, click the **OK** button).
3. On the Windows desktop, double-click the  icon.
4. On the **Select Workstation** pop-up, click **Select** to accept the defaults.



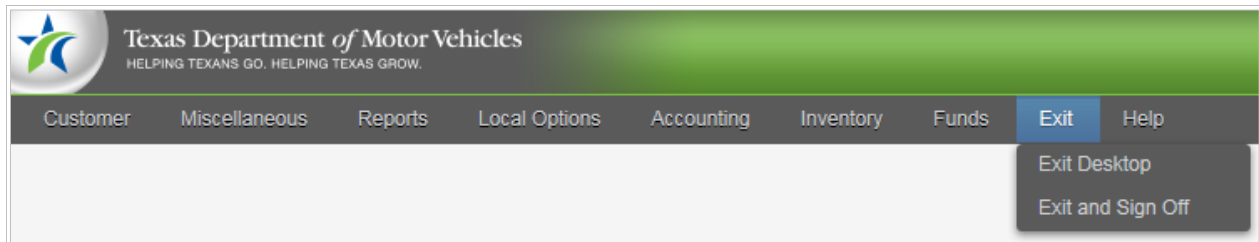
Click this checkbox if your login to this workstation will always contain the information displayed.

To display the pop-up again on this workstation, click **Exit** and then click the **Exit and Sign Off** option.

Exiting or Logging Out of the RTS POS System


The Exit menu for logging off now contains two options. In most cases, you will use the **Exit Desktop** option when you log off.

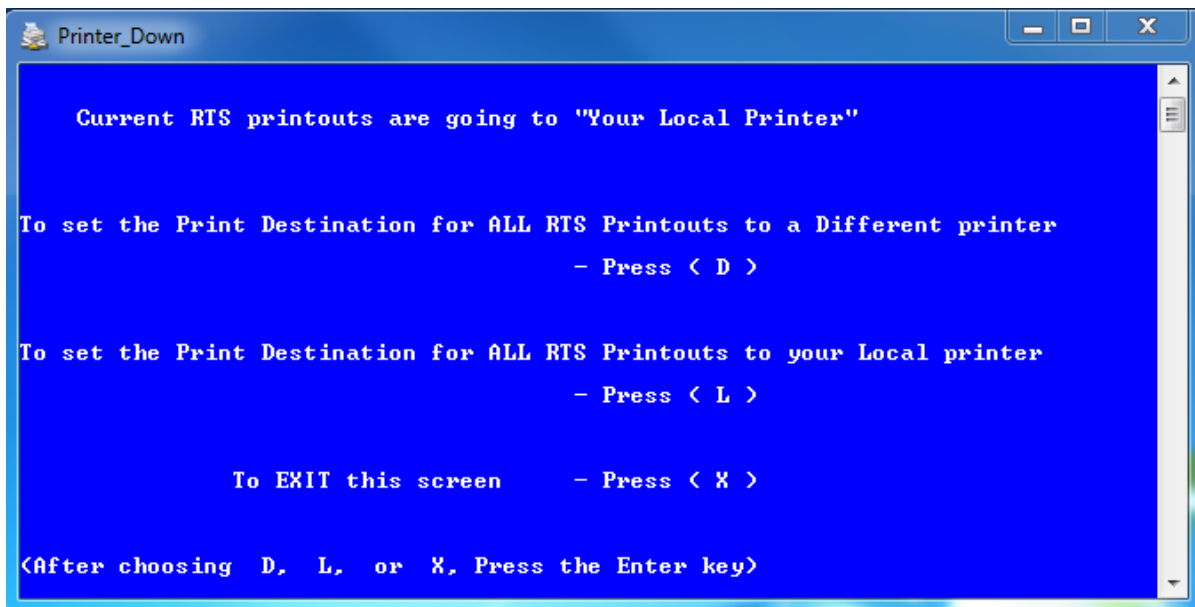
The **Exit and Sign Off** option resets system defaults and displays the Select Workstation login pop-up if it has been hidden.



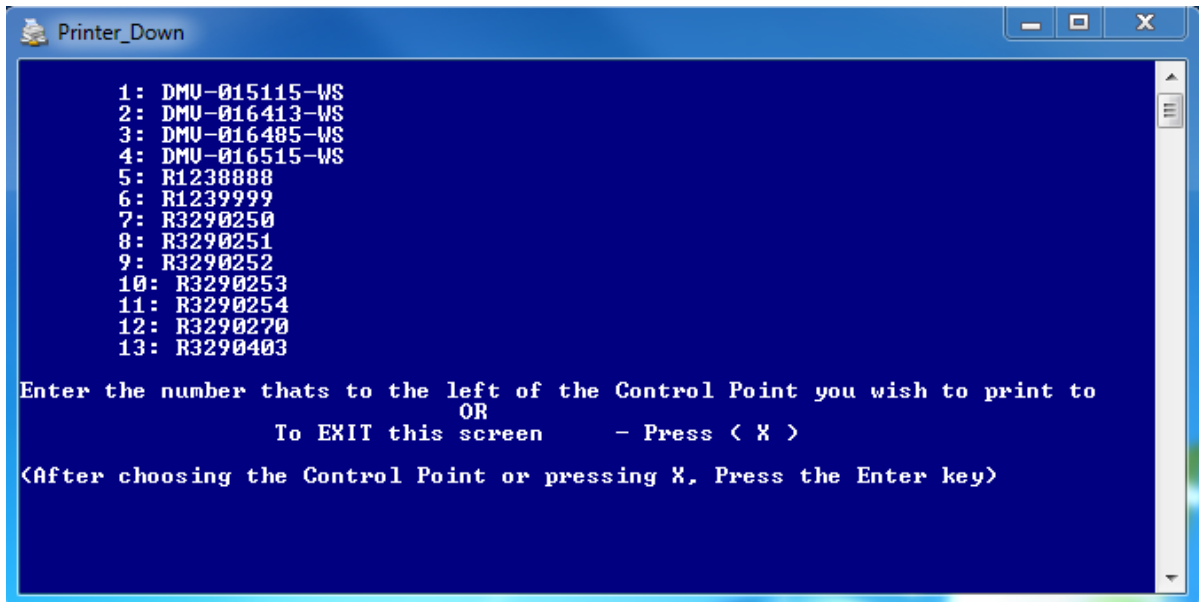
Redirecting the Default Printer

If your default printer becomes unavailable, you can temporarily assign another printer and then change it back to the default when it is available again

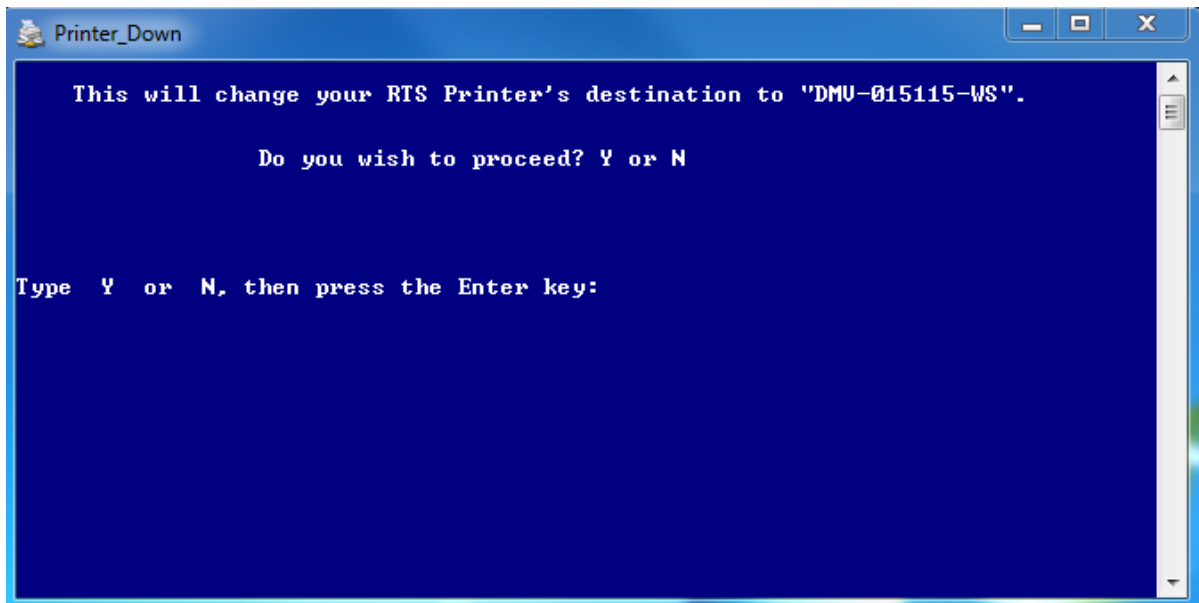
1. Minimize the RTS POS to display the desktop and double-click  (**Printer Down**).
2. On the **Printer_Down** screen, type the letter **D** on your keyboard and press the **Enter** key.



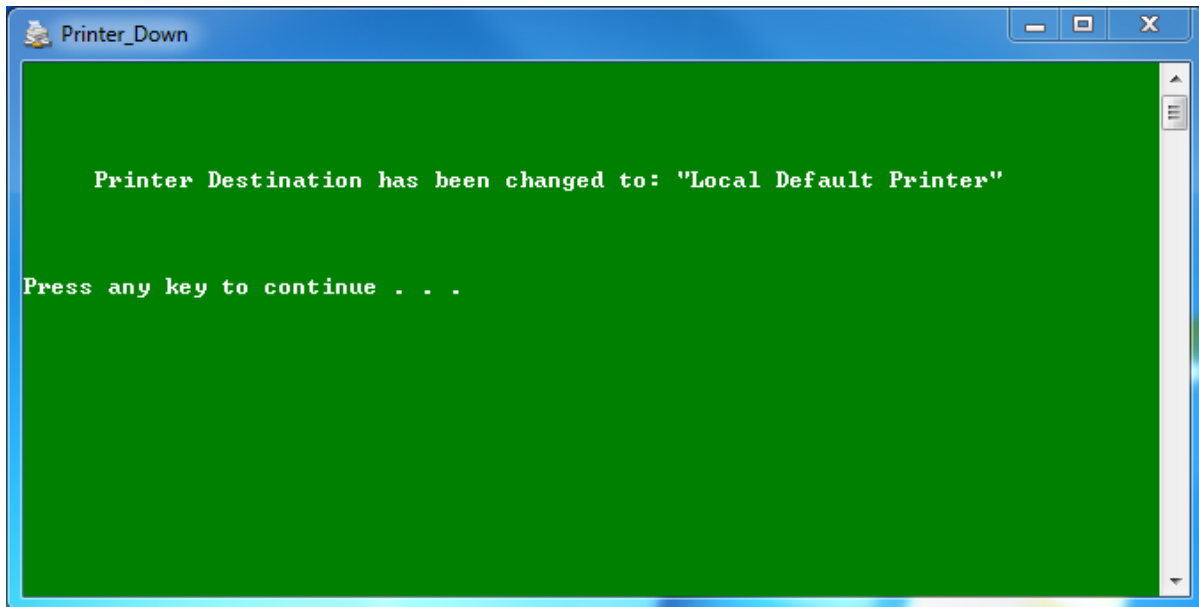
3. In the list of printers displayed, type the number next to the best printer to redirect to and press the **Enter** key.



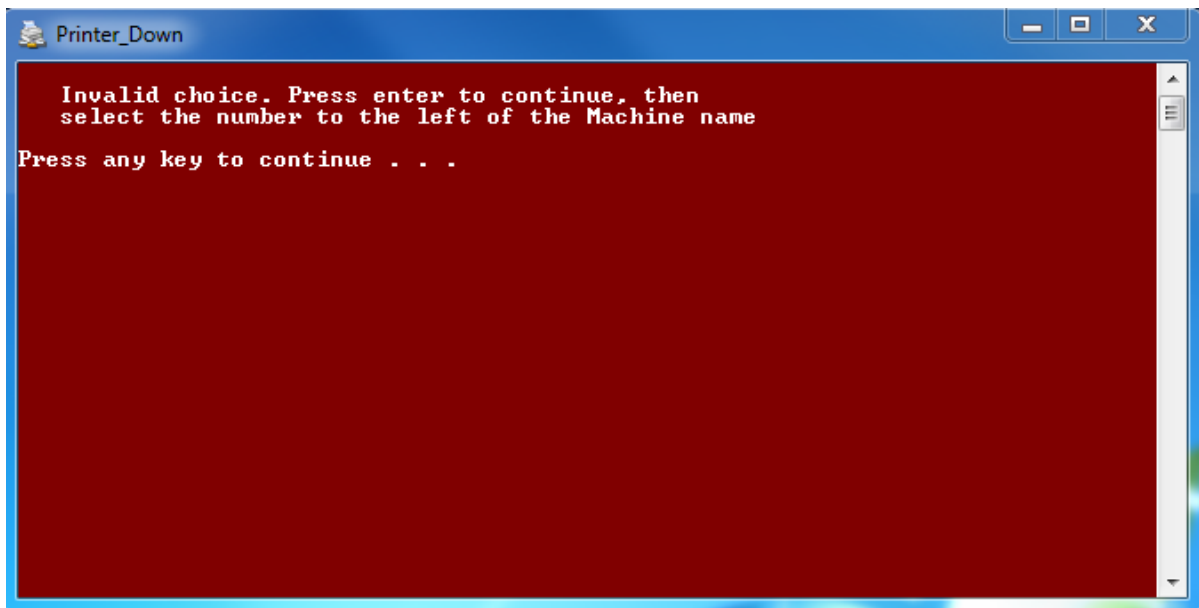
4. At the confirmation prompt, type the letter **Y** and press the **Enter** key.




5. At the success message, press the **Enter** key on your keyboard.

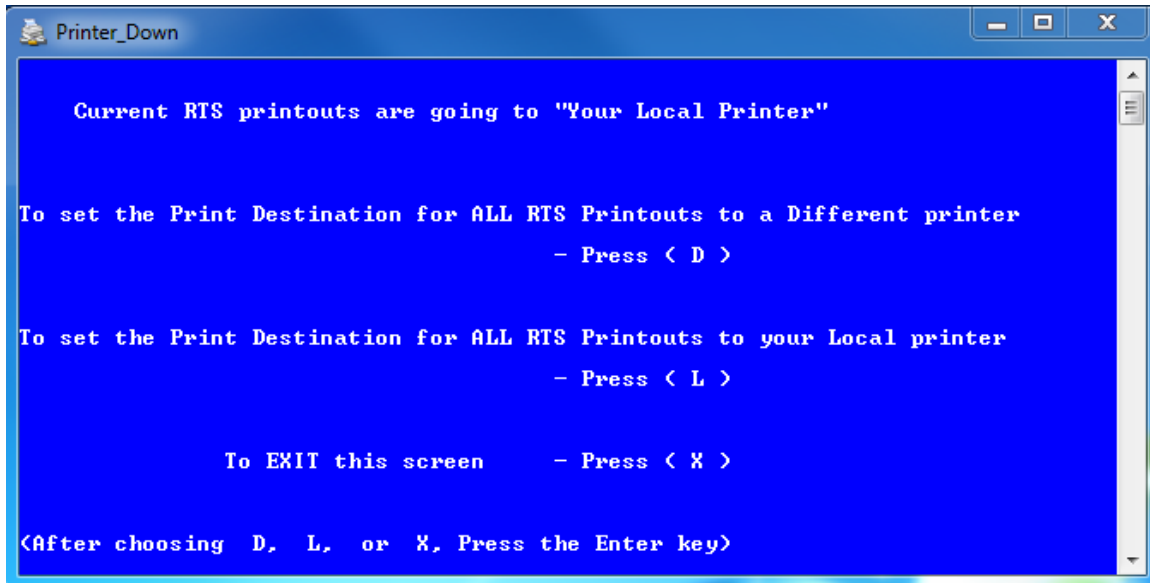


If the **Invalid Choice** message displays, press any key to return to the list of printers and repeat the steps above until the printer is successfully redirected.

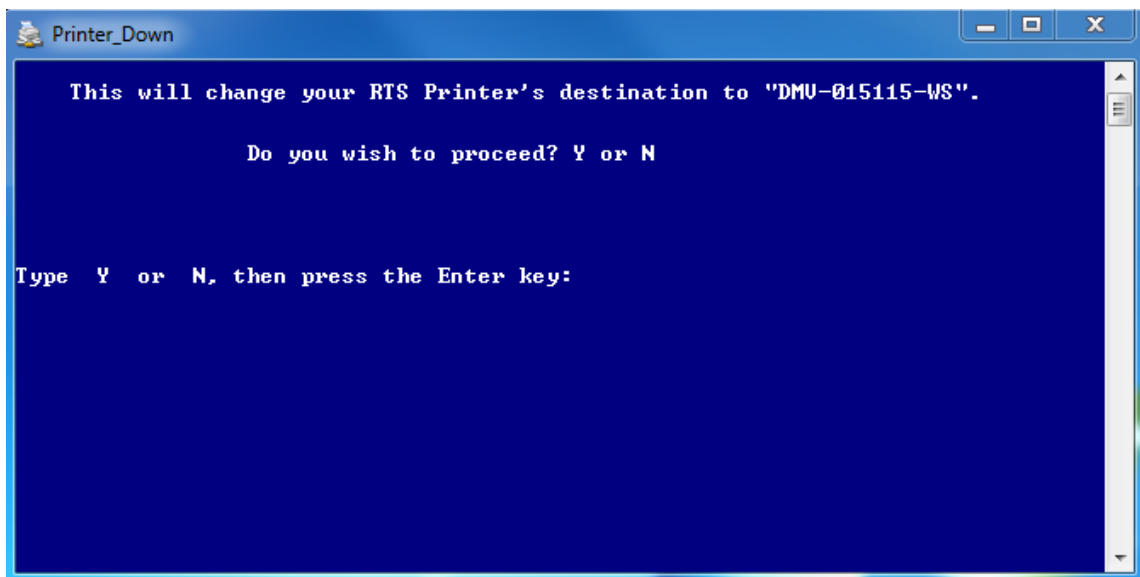


Returning to the Default Printer

1. Minimize your POS to display the desktop and double-click  (**Printer Down**).
2. On the **Printer_Down** pop-up, press the letter **L** on your keyboard and press the **Enter** key.




3. At the confirmation prompt, type the letter **Y** and press the **Enter** key.



4. At the success message, press the **Enter** key on your keyboard.

Using Ctrl + Shift for Hotkey Combinations

To avoid interference with the Internet Explorer web browser hotkeys, the hotkey combinations in the refactored POS use **Ctrl + Shift** along with the designated letter to display the first page of an event or to navigate through the fields on the page. The designated letter has not changed (for example, **R** still opens the first page of the registration renewal process).

POS Hotkey Job Aids that list the key combinations in order and by task are available for you to download and print from the Job Aids tab on the RTS Resources page on the TAC Hub (available at <http://www.txdmv.gov/rt-refactoring-resources> or by clicking the  RTS Refactoring Resources Help icon on your desktop).

Entering the Date in Date Input Fields

Date input fields no longer contain the / (slash) characters. You can type in a date (like 61515) and then click outside of the input field or tab to the next field to have the system display the date in the proper format (06/15/2015).

You can also type in the letter **t** and click outside of the input field or tab to the next field to have the system enter the date for today.

Entering a Phone Number in Phone Number Input Fields

Much like Date input fields, Phone numbers input fields will no longer contain the – (dash) characters. You can type in the numbers and click outside of the input field or tab to the next field to have the system display the telephone number in the proper format.

Understanding Idle POS Time Out

The current RTS workstation timeout after it remains idle for 10 minutes (that is, no keys are pressed or mouse clicks occur) will remain the same. However, the POS application now times out after 30 minutes of being idle before any transaction in-progress information is lost.

Note: If you have the POS and a related application (like WebDealer) open at the same time, the POS may time out and close automatically if you do not work in it (that is, touch any keys or the mouse on the current page) for 30 minutes.

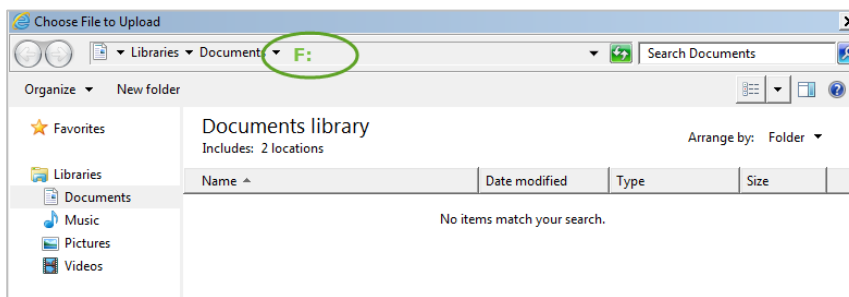
Understanding the DTA Flash Drive Change

When you plug in the dealer flash drive, you are now prompted onscreen to select a file from the upload file list (similar to opening any file on your workstation) instead of displaying the first file automatically.

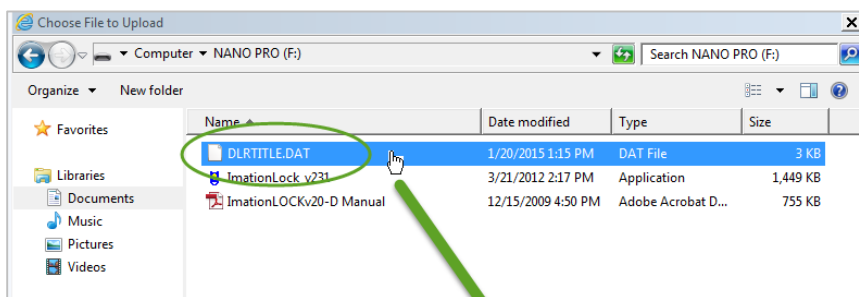
1. On the main access bar of the RTS POS, click **Customer > Title/Registration > Dealer Titles**.
2. Plug the flash drive into the USB port of your RTS workstation.
3. When the **Upload External Media Contents** pop-up opens, click the **Upload** button.



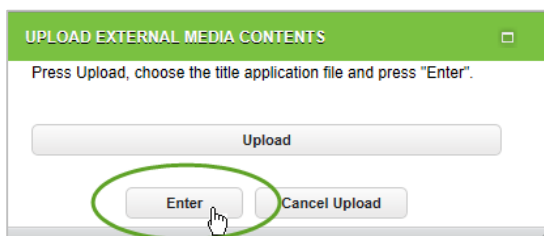
4. On the **Choose File to Upload** window, type **F:** into the File area and press the **Enter** key on your keyboard.



5. When the files display, select the appropriate DAT file and then click the **Open** button.



6. When the **Upload External Media Contents** popup displays again, click the **Enter** button.



7. Process the DTA transaction as you normally would.

Understanding the Different Colored Tabs in Web Browser

You may notice that the tabs in your web browser may open in different colors. This is a change in the Microsoft Internet Explorer web browser. Microsoft color codes its web browser tabs to indicate that groups of tabs go together (that is, a set of tabs that are opened from the same original tab by clicking links).



When you are on a web page in a tab and click a link that opens a page in a new tab, the original tab and new tab change to the same color to help you identify that the tabs of information go together. For example, if you are on the Inquiry Key Selection KEY001 page and click the Help button, the original tab may turn to blue as the Help page displays in a tab also colored blue. The actual color that IE assigns to a set of tabs (purple, green, blue pink, yellow) is random and has no meaning.

Working with Cash Drawers

Cash drawers should behave the same as they do in the refactored RTS POS. If your county uses cash drawers that **do not open automatically** after transactions in the current legacy RTS POS system, the cash drawers will not open in the refactored system either.

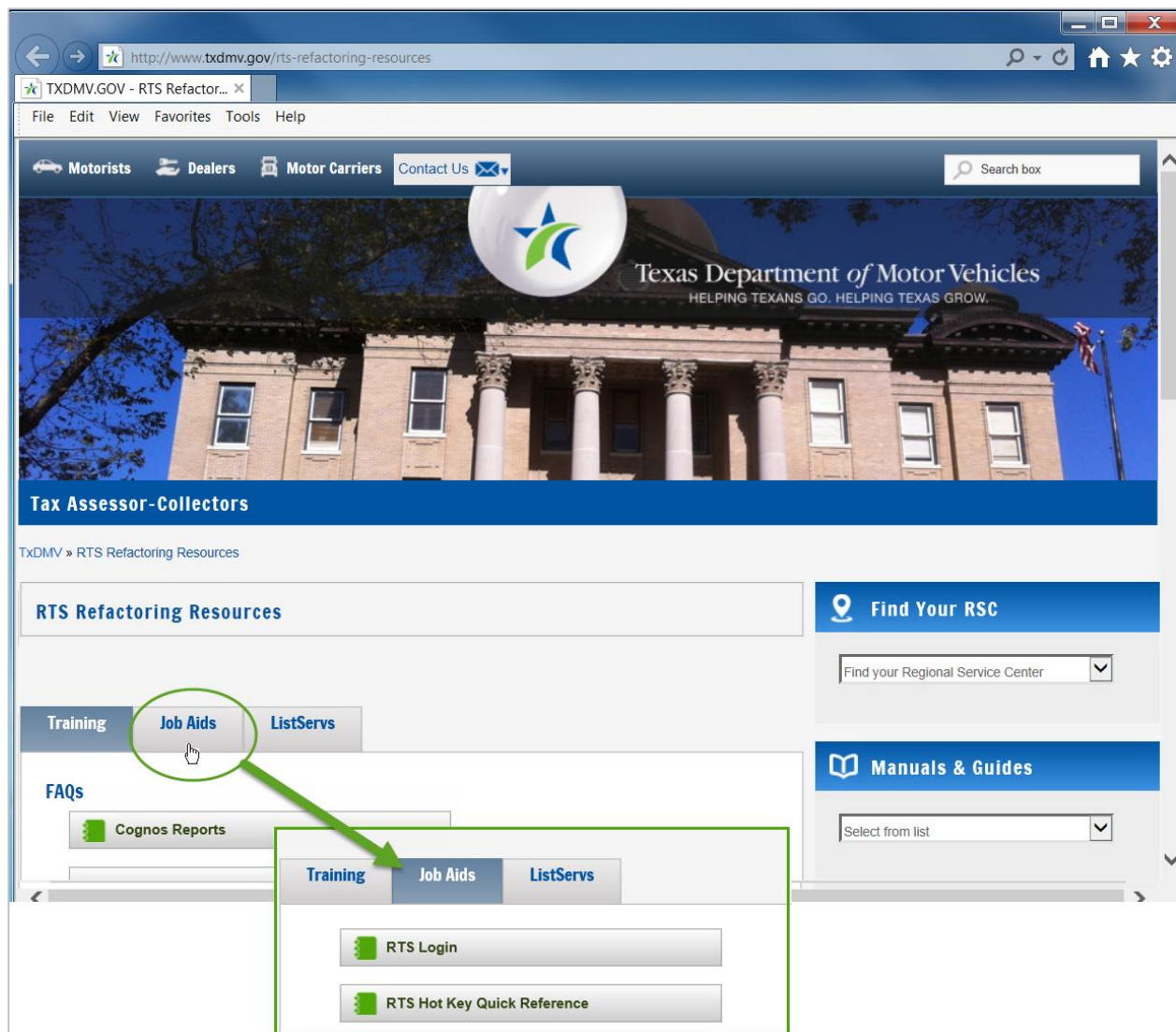
If your cash drawers may have been opening in the current legacy system and do not open in the refactored system, use the key to manually open the cash drawer and report this issue to your Regional Service Center.

TxDMV is working on a plan to address cash drawer functionality in the near future.

POS Training and Available Information

To help you work with the refactored POS, you should attend a training webinar. All POS users have been sent a Training invitation with links to sign up for upcoming webinars. One webinar will be recorded and posted on the TAC Hub for people to view.

In addition, Job Aids for logging into RTS and working with the POS hotkeys are posted on the RTS Refactoring Resources page on the TAC Hub, which you can access by clicking the RTS Refactoring Help icon on your desktop.




As part of the refactoring effort, the POS online help was updated to match the new interface. New links were added in each topic to help display a master table of contents to view all of the help system.

Known Issues with the RTS POS

The following issues have been reported but will not be fixed in this release.

Issue	Description and Mitigation
DMVRTS-3812	For RSPS Status Update, the error displayed is not helpful if the flash drive is not inserted when the Enter key is pressed. Users must insert the flash drive and then press the Enter key.
DMVRTS-4252	On the Reprint Reports page, the reports are not listed alphabetically. This cosmetic error will not be fixed at this time.
DMVRTS-5822	On a duplicate receipt printed from the Hot Checked Redeemed page, the data does not print in the correct format. This cosmetic issue will not be fixed at this time.
DMVRTS-5867	On the Payment Confirmation page, the space bar is not available when selecting the Payment Type. Users should not be able to change the Payment Type on this page at this point in the transaction.
DMVRTS-5961	Users may experience a time lag after scanning renewal information with a scan gun before data displays onscreen after they have closed the POS. Users should not close the POS when scanning a renewal notice.
DMVRTS-5962	The Plate option is not automatically selected as the default for renewal information scanned in with the scan gun. Users must manually select the Plate option.
DMVRTS-6676	On the Pending Transaction page, the owner name is displayed indented to the right. This cosmetic issue will not be fixed at this time.
DMVRTS-6692	On the MRG023 page, the last character of the placard ID column is cut in half. Users should adjust the column width to fully display the last character of the placard ID.
RTS-83	On the Session Expired page that displays when the system detects no activity for more than 30 minutes, selecting Stay on Page does not refresh the computer screen. Users should select Leave Page or exit POS when a Session Expired message displays.
RTS-219	After sending a job to print, a slight delay may occur. Users should wait for several seconds to allow the printer to receive the data and begin printing.
RTS-284	On the REG008 page, selecting a new value for Vehicle Class (instead of PASS) and then pressing the Tab key causes the cursor to move to the Registration Class field, but the existing value in the field is not highlighted

Issue	Description and Mitigation
	<p>and typing into the field adds the new text in front of the current value instead of replacing it.</p> <p>Users must manually highlight the value with the mouse before typing new text in the field.</p>
RRTS-360	<p>A certificate error may display the first time users open the RTS POS.</p>  <p>Users must:</p> <ol style="list-style-type: none"> 1. On the RTS POS, click Exit from the access bar and choose a sign-off option. 2. On the browser window, click the X in the corner of the window to close it. 3. On the desktop, click the RTS POS icon to open the RTS POS again.
RRTS-341	<p>Working in another related application (like WebDealer) but not directly in the POS may cause users to be logged out of the POS if they are not actually pressing keys in the POS application pages.</p> <p>Users must log into RTS POS again if they have not actively used the RTS POS application for 30 minutes or more.</p>
RRTS-349	<p>During a registration involving Special Plates, pressing the ESC key to go back to the previous page and then cancelling the transaction causes a system error to display.</p> <p>Users must exit the RTS application, and then log back in and perform the transaction again.</p>
RRTS-355	<p>When processing a transaction, an error message may display that states “Take note of any unsaved data and click here or press ESC to continue Code 502.”</p> <p>Users must exit the RTS application, and then log back in and perform the transaction again.</p>
RRTS-369	<p>When declining an IVTRS transaction, entering information into the Comments field and pressing the Enter key does not display the next page.</p> <p>Users should not enter a comment when declining an IVTRS transaction.</p>
RRTS-467	<p>After typing in the payment for a transaction, pressing Enter causes a system error to display.</p> <p>Users must begin the transaction again.</p>
RRTS-473	<p>When running a report in RTS, typing the Start Time and/or End Time as a string without colons (for example, 83045) causes a system error to display.</p> <p>Users must manually type in colons between the hour, minutes, and seconds specified (for example, 8:30:45) when entering a specific Start Time and/or End Time while configuring a report in the RTS POS.</p>
RRTS-491	<p>When printing several renewal receipts in a row, the receipts do not print in the order they are sent to the printer.</p>

Issue	Description and Mitigation
	Users must carefully match the receipt to the correct transaction for the customer. Users should report this issue to the TxDMV Service Desk.
RRTS-619	<p>When processing an Internet renewal where the customer changed their address, pressing the Enter key on the Vehicle Information and Processing REG103 page displays the REG105 page. Pressing the Enter key on that page causes the REG103 page to display again, which appears to keep the user from continuing to process the transaction.</p> <p>Users can press the Tab key to reach the Enter button or use the mouse to click the Enter button to continue processing the Internet renewal.)</p>
RRTS-662	<p>Processing a title correction where an invalid document number was entered causes NMVTIS to reject the title correction and a system error message to display.</p> <p>Users must process the registration correction and keep the Title Type as Original and then enter Apportioned.</p>

The following issues are about the loss of expected focus on a POS page:

Issue	Description and Mitigation
DMVRTS-6675	<p>Selecting the Cancel button to return to the KEY021 page, changing the Funds Types option, and then pressing the Tab key may cause the cursor to jump up to the address bar (URL) of the Internet browser.</p> <p>Users must use the mouse to manually position the cursor in a field on the POS page.</p>
RRTS-227	<p>On the Primary Evidence Surrendered Table of the TTL0011 page, the cursor displays in the Texas Title area instead of in the search area.</p> <p>Users must use the mouse to manually position the cursor in the search area.</p>

Cognos Enterprise Reporting

The Cognos reporting tool is a business intelligence reporting tool that transforms data collected in RTS into usable information for your business decision making and analysis. With Cognos, you can:

- Access reports on demand when you need them and only the reports you need
- Filter the report output for specific dates and date ranges as well as for specific fees, funds, and so on
- Export a report into different formats from its original PDF to Excel or HTML
- Reduce paper wasted by printing unnecessary reports and saving reports in an electronic format (**Note:** Report retention follows the same schedule as currently followed for static reports; however, the dynamic data remains available and accessible from the database.)

Cognos updates and refreshes most report data nightly, which means your reports are generated with the most up-to-date data. Instead of running a correction report when an update is made to a transaction, the report containing the data can be run again to pick up the new or corrected information.




The internal-use Cognos Reports shortcut icon will display on all RTS workstation desktops. Although anyone can click the icon and attempt to log into Cognos, login will be successful only if you have the appropriate permissions to access and use it.

Accessing and Logging into Cognos

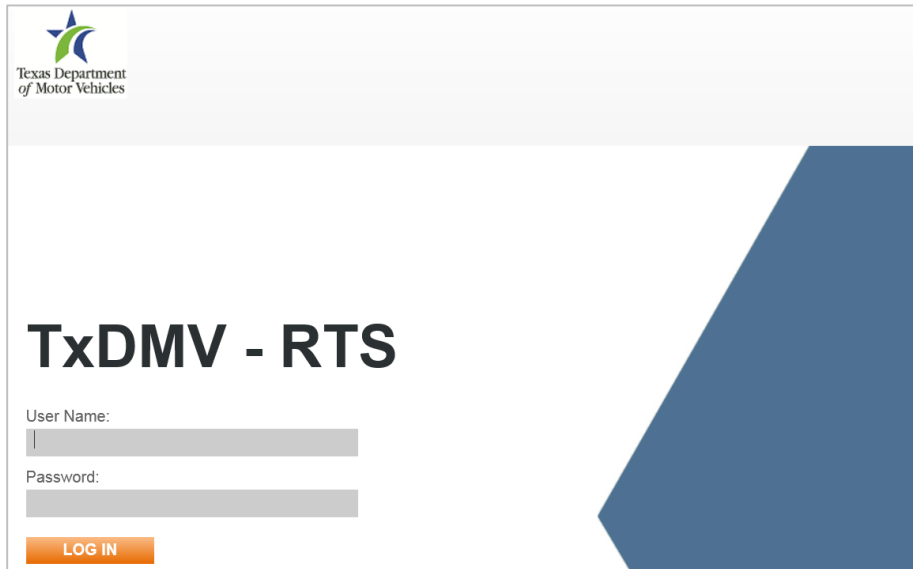
If you have permissions to access and use Cognos, you can log in using your current RTS user name.

When you log in for the first time, you can use the string P@ssw0rd and you will be prompted to change your password. Just like the RTS workstation, your password should be at least 8 numbers or letters, and include upper case (or capitalized) letters.

1. On the RTS workstation desktop, double-click the  **Cognos** icon.

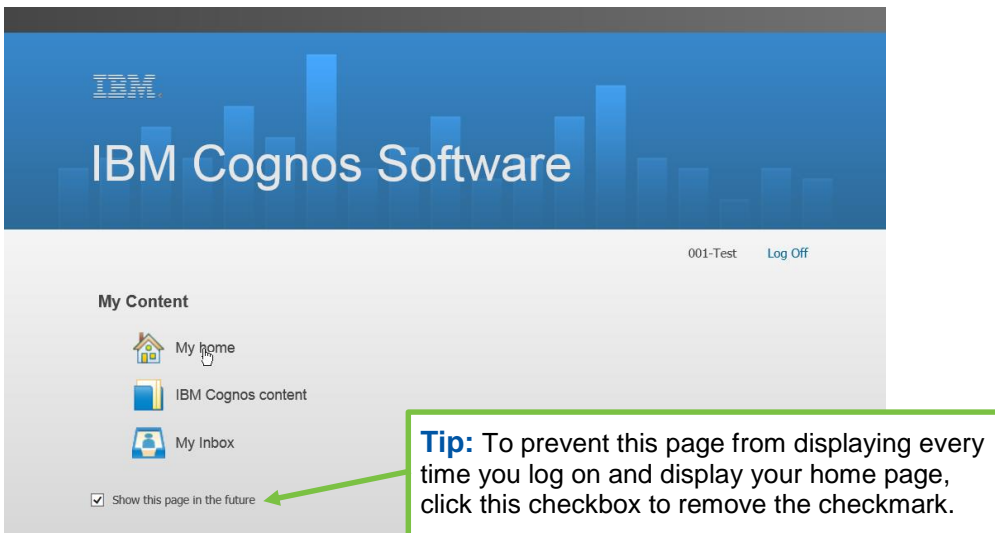
Note: If you are in the RTS POS, click  (Minimize) to display your workstation desktop to get to the Cognos icon.

2. On the **TxDMV - RTS** login page:

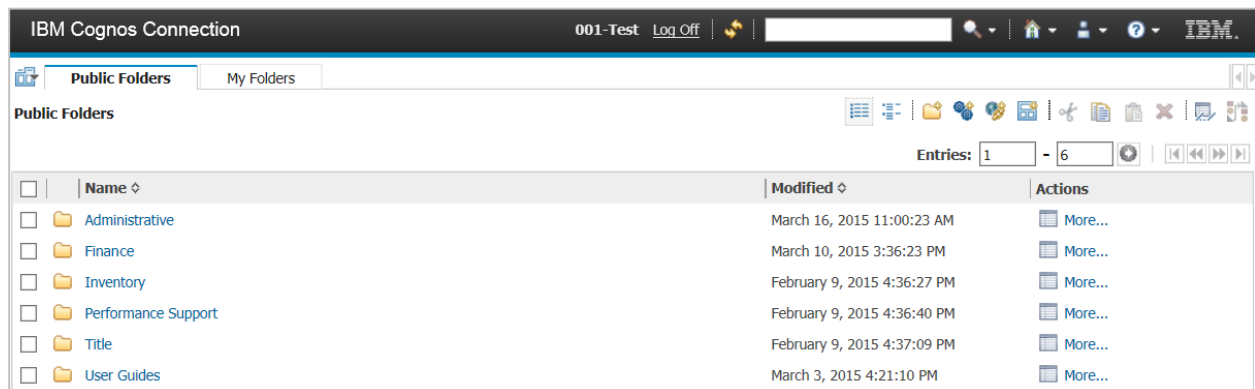


- a. For **User Name**, type in your current RTS user name.
- b. For **Password**, type P@ssw0rd.
- c. Click the **LOG IN** button.
- d. At the prompts, type in your new password and confirm it.

3. On the **IBM Cognos Software** page, click  **My home**.

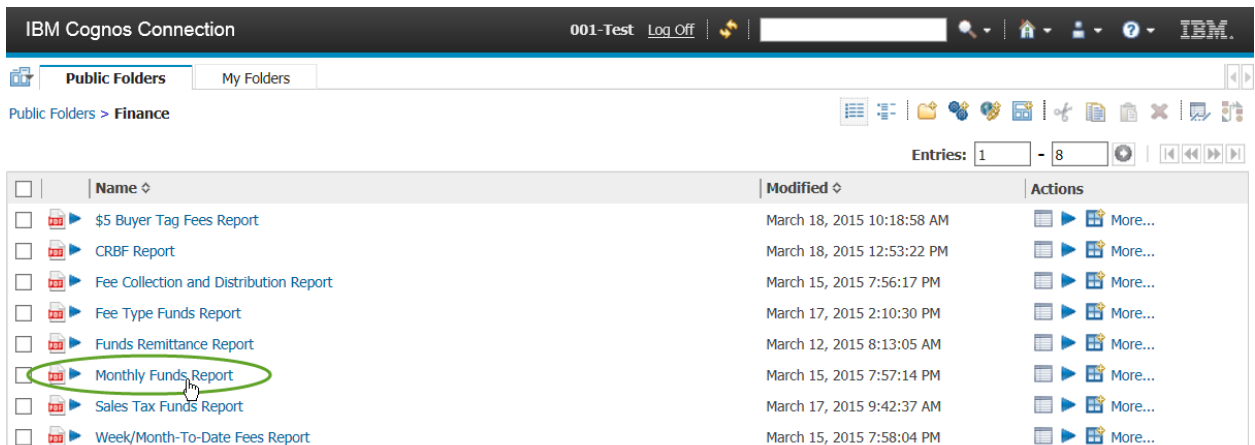


The IBM Cognos Connection home page will display with the Public folders you have permissions to view and work with, which may look similar to the following.



The folders contain reports that have been predefined based on the business needs. For example, the **Finance** folder contains the reports for gathering funds remittance and fee information.

You can run a Cognos report by clicking its parent folder to open it and then clicking the report name link.



As the report begins to run, a page of information prompts will display for selecting the details to display in the report. Some of the prompts are required (as indicated by the * (orange asterisk)) and other prompts can be selected to help filter the output information.



RTS.FIN.009

Select Year: 2015

Select Month: February

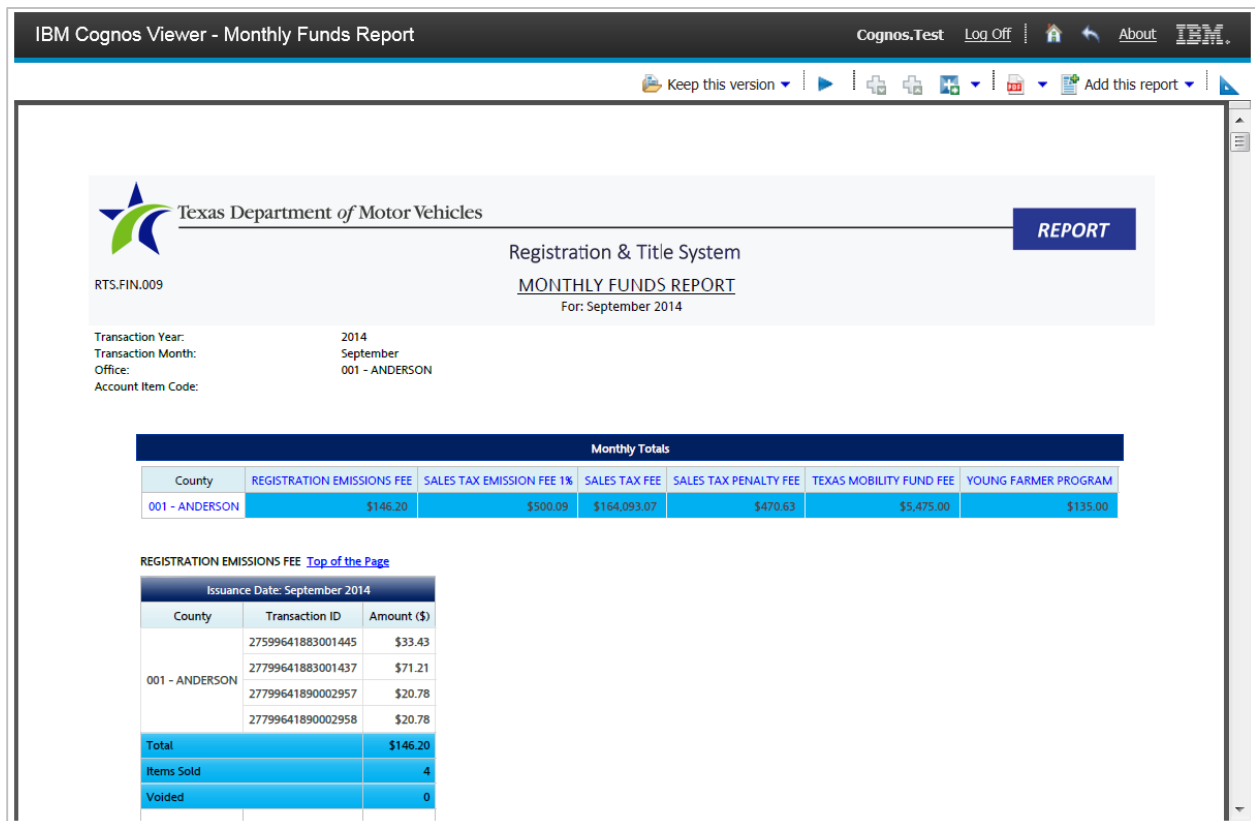
Select County: 001 - ANDERSON

Select Account Item Code:

- REGISTRATION EMISSIONS FEE
- SALES TAX FEE
- SALES TAX EMISSIONS FEE
- SALES TAX EMISSION FEE 1%
- SALES TAX PENALTY FEE
- TERP FEE
- TEXAS MOBILITY FUND FEE
- YOUNG FARMER PROGRAM

Select all Deselect all

When you run a report, you will typically wait for it to display in the Cognos Viewer web page.



IBM Cognos Viewer - Monthly Funds Report

Cognos.Test Log Off About IBM

Keep this version Add this report

RTS.FIN.009

Registration & Title System

MONTHLY FUNDS REPORT

For: September 2014

Transaction Year: 2014

Transaction Month: September

Office: 001 - ANDERSON

Account Item Code:

Monthly Totals						
County	REGISTRATION EMISSIONS FEE	SALES TAX EMISSION FEE 1%	SALES TAX FEE	SALES TAX PENALTY FEE	TEXAS MOBILITY FUND FEE	YOUNG FARMER PROGRAM
001 - ANDERSON	\$146.20	\$500.09	\$164,093.07	\$470.63	\$5,475.00	\$135.00

REGISTRATION EMISSIONS FEE [Top of the Page](#)

Issuance Date: September 2014

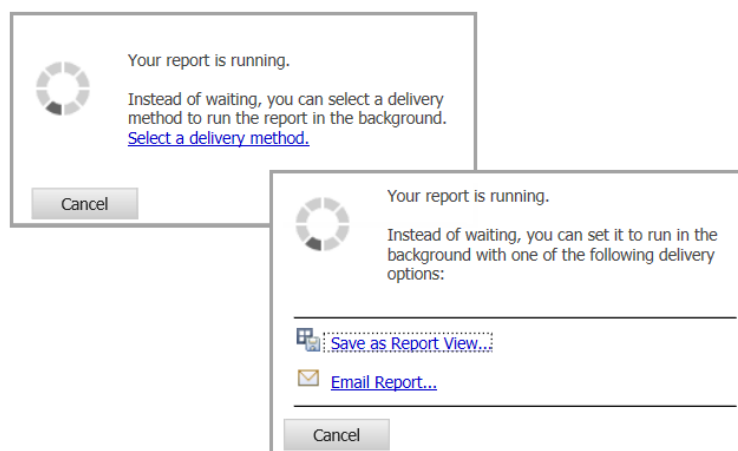
County	Transaction ID	Amount (\$)
001 - ANDERSON	27599641883001445	\$33.43
	27799641883001437	\$71.21
	27799641890002957	\$20.78
	27799641890002958	\$20.78
Total		\$146.20
Items Sold		4
Voided		0

You can visually scan the report content by paging through it with the PageUp and PageDown keys on your keyboard. If the report contains summary information as well as details, you can use links to drill down into the details from the summary and jump back up to the summary.

Although most reports are run as PDF by default, you can use the toolbar at the top of the Viewer to run the report again in a different format (for example, changing a PDF to an Excel spreadsheet to help you work with the numbers). You can also keep the version by saving the report to your My Folders area or emailing it to yourself or someone else.

If you need to run multiple reports, you can run each report in a separate tab and then return to each tab to view the results in the Cognos Viewer.

If you are running a report that is taking a lengthy amount of time, you can change its delivery method while it is running to have it emailed to yourself when it finishes.




Accessing the Reports You Need

Most of the RTS mainframe reports that have been downloading and printing out on your printer on a daily, weekly, or monthly basis have been moved into Cognos, which means you must run them yourself. However, you can select to run only those reports you need. You no longer need to comb through reams of paper to get the information.

It is important to note that some of the mainframe downloaded reports must be run from the Reprint Reports in the Reports event on the POS until they are moved into Cognos in later releases.

The former legacy reports that contained summary information have been combined with their corresponding detail reports in the new Cognos reports. For example, the

4602 Funds Transactions and 4603 Funds Summary reports have been combined into one report. The summary information section displays above sections of individual details. You can jump between the sections using links.



Texas Department of Motor Vehicles

Registration & Title System

MONTHLY FUNDS REPORT

For: September 2014

REPORT

RTS.FIN.009

Transaction Year: 2014
 Transaction Month: September
 Office: 001 - ANDERSON
 Account Item Code:

Monthly Totals						
County	REGISTRATION EMISSIONS FEE	SALES TAX EMISSION FEE 1%	SALES TAX FEE	SALES TAX PENALTY FEE	TEXAS MOBILITY FUND FEE	YOUNG FARMER PROGRAM
001 - ANDERSON	\$146.20	\$500.09	\$164,093.07	\$470.63	\$5,475.00	\$133.00

REGISTRATION EMISSIONS FEE [Top of the Page](#)

Issuance Date: September 2014

County	Transaction ID	Amount (\$)
001 - ANDERSON	27599641883001445	\$33.43
	27799641883001437	\$71.21
	27799641890002957	\$20.78
	27799641890002958	\$20.78
Total		\$146.20
Items Sold		4
Voided		0

SALES TAX EMISSION FEE 1% [Top of the Page](#)

Issuance Date: September 2014

County	Transaction ID	Amount (\$)
002 - ANDREWS	00220041891115438	\$751.96
	00220041891151423	0.00
Total		\$751.96
Items Sold		2
Voided		0

YOUNG FARMER PROGRAM [Top of the Page](#)

Issuance Date: September 2014

County	Transaction ID	Amount (\$)
002 - ANDREWS	00200041883134312	\$5.00
	00200041885120635	\$5.00
	00210041891132724	\$5.00
	00220041883153552	\$5.00
	00220041885113632	\$5.00
	Total	\$25.00
Items Sold		5
Voided		0

Run Date: 05/06/2015
Run Time: 11:06:44 AM

Page 12 of 12

Run Date: 05/06/2015
Run Time: 11:06:44 AM









Page 1 of 12







RTS Date: 09/12/2014

Cognos Reports Available to Counties


Counties will have access to the following predefined reports in Cognos. The default format of the report is displayed (📄 = PDF; 📊 = Excel Spreadsheet).

COGNOS REPORT	REPLACES FORMER LEGACY:
📁 Administrative	
📄 Voided Transaction Report	Daily <ul style="list-style-type: none"> 5152 Voided Transaction

COGNOS REPORT	REPLACES FORMER LEGACY:
 Workstation Transaction Counts	<i>Adhoc (when needed)</i>
 Finance	
 Fee Collection and Distribution Report	<i>Monthly</i> <ul style="list-style-type: none"> • 9353 Title and Registration Summary
 Fee Types Funds Report	<i>Daily</i> <ul style="list-style-type: none"> • 4602 Funds Transactions (Title) • 4603 Funds Summary
	<i>Weekly</i> <ul style="list-style-type: none"> • 4602 Funds Transactions (Monday Reg/IRP) • 4603 Funds Summary (Monday Reg/IRP)
 Week/Month-To-Date Fees Report	<i>Weekly</i> <ul style="list-style-type: none"> • 4552 Week to Date Cash Drawer • 456B2, 456B3, 456C4 Week to Date Fees
	<i>Monthly</i> <ul style="list-style-type: none"> • 458B2 Month-to-Date Fees (Consolidated Collections) • 458B3 Month-to-Date Fees (Fee Source)
 Funds Remittance Report	<i>Daily</i> <ul style="list-style-type: none"> • 4604 Funds Remittance (Title)
	<i>Weekly</i> 4604 Funds Remittance (Monday Reg/IRP) Note: For a short week where a month ends on a weekday, you must run this report on the second business day after the month ends.
 Monthly Funds Report	<i>Monthly</i> <ul style="list-style-type: none"> • 4802 Monthly Funds/Registration Emissions Fee • 4802 Monthly Funds/Sales Tax Penalty • 4802 Monthly Funds/Young Farmer Program • 4882 Registration and Title Emissions Summary • 4883 Registration and Title Emissions • 4802 Sales Tax • 4802 Sales Tax Emission Fee 1% • 4802 TERP Fee • 4802 Texas Mobility Fund
 CRBF	<i>Adhoc (when needed)</i> <ul style="list-style-type: none"> • (County Road and Bridge Fund)

COGNOS REPORT		REPLACES FORMER LEGACY:
 \$5 Buyer Tag Fees		<i>Adhoc (when needed)</i> <ul style="list-style-type: none"> • 3461, 3463 Collection of \$5 Fees
 Performance Support		
 Employee Transaction Report		<i>Monthly</i> <ul style="list-style-type: none"> • 9482 Employee Production
Registration		
 Special Plates County Report		<i>Daily</i> <ul style="list-style-type: none"> • 3564 Special Plates County Invoice
 Title		
 NMVITIS Inquiry Report		<i>Daily</i> <ul style="list-style-type: none"> • 3664 NMVITIS Inquiry Error

When a correction is made to an amount in a transaction, you will no longer have to run the special 4604 Correction report because Cognos updates and refreshes most report data nightly.

To help you with questions and the process for running the new Cognos reports, you can view the Guide to Running, Daily, Weekly and Monthly Reports on the RTS Resources page on the TAC Hub (available at <http://www.txdmv.gov/rt-refactoring-resources> or by clicking the  RTS Refactoring Resources Help icon on your desktop).

Daily Reports Remaining in the RTS POS


For other daily information reports, you must access the following reports directly through the **Reprint Reports** in the Reports event in the POS:

- 9901 Batch Inventory Action (BIAR)
- 5901 Countywide Batch (Payment Type, Fees, Inventory, Exceptions)
- 5911 Title Package
- 5921 Substation Summary Batch (w 5922 Substation Fees and 5923 Substation Inventory)

Weekly County IRP Transmittal Report Availability

The Weekly County IRP Transmittal Invoice has not yet been moved into Cognos. Beginning in August, this report will be available in the RTS download (DL) directory on your data drive for you to access and print.


Note: This report is loaded into the data drive by an FTP process.

The Printing the IRP Report PDF File Job Aid is available for you to download and print from the TAC on the which can be accessed at <http://www.txdmv.gov/rts-refactoring-resources> or by clicking the  RTS Refactoring Help icon on your desktop.

Cognos Training and Information Available

To help you work with Cognos effectively, you should attend a training webinar. All users with Cognos access have been sent a Training invitation with links to sign up for upcoming webinars. One webinar will be recorded and posted on the RTS Resources page on the TAC Hub for you to view and review at your convenience.

Also available on the RTS Resources page on the TAC Hub for you to download and print are the Training Guide for Working with Cognos Report that walks you through the features and usage of Cognos, the TxDMV RTS Guide for Running Daily, Weekly, and Monthly Reports explained above and several Job Aids, including:

- **Where are my reports that used to print automatically** that identifies where you can find the reports in Cognos (and the ones that remain in the POS)
- **Cognos Report Title and Data Content** that maps information in the legacy system reports to the Cognos report that contains the information
- **Daily Reconciliation Reports** to help identify where these important reports are located
- **Running a Cognos Report** that outlines the basic steps to selecting and generating the report (Note that this is a generic outline of the information contained in the TxDMV RTS Guide for Running Daily, Weekly, and Monthly, which contains more details about each report)
- **Printing a Cognos Report** that outlines the basic steps for printing a report from the Cognos Viewer
- **Adding an RTS Security Admin** to help your office identify who can run Cognos reports
- **Printing the Weekly County IRP Transmittal Invoice Report** that walks you through how to access and print this report that will be issued to your office via FTP (available in early August). You can access the RTS Resources page on the TAC Hub at <http://www.txdmv.gov/rts-refactoring-resources> or by clicking the  RTS Refactoring Resources Help icon on your desktop).

These resources are updated periodically to improve the information and new resources are being added based on feedback from the counties already using them so it is important to check back for updates.

Cognos Known Issues

The following issues have been reported but will not be fixed in this release.

Issue	Description and Mitigation
RRTS-226	The NMVTIS Report is too large to print on one page. When sending the NMVTIS Report to print, users must be sure the designated printer contains enough paper to print all of the report pages.
RRTS-274	The Fee Type Funds report displays daily totals rather than weekly totals. Users must manually calculate weekly totals by adding together each daily total.
RRTS-289	The Voided Transactions report displays transactions based on the transaction date rather than the processing date. Users must select the prompts for the transaction dates of interest instead of the current processing date of the report to get the appropriate information.